



Request for Proposals

Issue Date: October 14, 2011

RFP Title: Environmental Consulting Services to be conducted for the City of Covington's Brownfield Program.

Issuing Department: City of Covington
City Manager's Office
638 Madison Avenue
Covington, KY 41011
Phone: 859.292.2160
Fax: 859.292.2137

Introduction

The City of Covington ("City"), through the Office of the City Manager, is soliciting proposals from qualified environmental consulting/engineering firms with experience in brownfields assessment, cleanup and redevelopment. The City recently received a \$200,000 U.S. EPA Brownfield Cleanup Grant for the Stewart Iron Works property at 20 West 18th Street, Covington, Kentucky

The City will contract with a firm to implement the scope of work outlined in the City's approved U.S. EPA work plan and Cooperative Agreements (CAs) with the United States Environmental Protection Agency (U.S. EPA). The selected firm may also be used for other environmental assessments or cleanup needed for economic development or environmental purposes within the City, up to \$20,000 that will be funded separately (not part of the EPA Grant). Firms interested in being considered should reply with a proposal no later than 4:30pm, November 11, 2011. Proposals received after this deadline will not be considered.

After careful review and consideration by a selection committee, responding firms will be evaluated by the selection committee and ranked in order of their qualifications and proposal. Following this internal evaluation, the City selection committee will interview three firms.

The City of Covington reserves the right to reject any and all submittals for any reason.

Required Minimum Qualifications

The City will only consider those Individuals or Firms with qualified Environmental Professionals on staff, as defined by the U.S. EPA All Appropriate Inquiries (AAI) Rule (40 CFR. § 312.20), and who have documented prior work experience providing environmental consulting services as part of U.S. EPA Brownfield Assessment, Revolving Loan Fund, and/or Cleanup Grants. The firm must:

- Have at least *three* qualified Environmental Professionals on staff, as defined by the U.S. EPA All Appropriate Inquiries (AAI) Rule (40 CFR. § 312.20). For this response, “on staff” is defined as full-time, regularly scheduled, employees of the respondent at the time of the response. Sub consultants, temporary or on-call employees will not be considered.
- Have at least *three* Kentucky licensed professional geologists and at least *three* Kentucky licensed professional engineers on staff. For this response, “on staff” is defined as full-time, regularly scheduled, employees of the respondent at the time of the response. Sub consultants, temporary or on-call employees will not be considered.
- Have *documented* prior work experience as the prime contractor in providing environmental consulting services as part of a U.S. EPA Region IV Brownfields Cleanup Grant in the Commonwealth of Kentucky.
- To meet the minimum qualifications at least *two* U.S.EPA grant projects must have been fully completed. To be considered “complete” the respondent must have completed *full project closeout* for at least *two* U.S. EPA Brownfields Grant projects, which can include assessment grants. Evidence must support that the respondent completed *all* project closeout documents and is in good standing with the U.S. EPA.

To meet these minimum requirements, U.S. EPA Brownfields Grant work experience must have been completed and performed within the last *three* years. As evidence of meeting the minimum requirements, the respondent must provide the name, telephone number, and email address of a contact for each project and provide a brief description of the services provided, including the performance period of the work and a budget summary.

To be evaluated for consideration under this RFP, a respondent MUST meet the required Minimum Qualifications.

Project Overview/Background

The City of Covington has been awarded through U.S. EPA grant funding: \$200,000 to perform remedial activities at the Stewart Iron Works site, located at 20 W. 18th St. in

Covington. The City will provide a \$40,000 match in cash or in-kind services, making the total project \$240,000.

As part of the Cleanup Grant, the City will utilize U.S. EPA funding to address cleanup of the Stewart Iron Works property. Specifically, the following tasks are to be completed in accordance with the attached work plan (Exhibit B):

- Completion of a National Environmental Policy Act (NEPA) site-specific assessment.
- Preparation of a project *Quality Assurance Project Plan* (QAPP)
- Development of engineering cost estimates and design drawings
- Preparation of bid documents (subcontractor)
- Conduct oversight of remedial activities
- Prepare Operations and Maintenance (O&M) Plan
- Complete remediation monitoring and reporting
- Prepare Remedial Action Completion Report.
- Preparation of the Final U.S. EPA Project Closeout Report.
- Assist with community outreach activities
- Complete U.S. EPA ACRES reporting, draft quarterly reporting and annual financial reporting for City approval and submittal to the U.S. EPA

The City intends to use cleanup funding to remediate the Stewart Iron Works site. The Stewart Iron Works facility contains a 3-story, 20,000-square-foot, historic building that was completed in 1905. This building is the lone survivor of a much larger complex of buildings that once covered more than 15 acres. The Stewart Iron Works company produces metal work for gates, fencing, furnishings, architectural details, signage, and gazebos.

Using 2008 Brownfield Assessment Grant funds, the City conducted Phase I and Phase II ESAs in anticipation of purchasing the property for redevelopment. The Phase II ESA included removing two underground storage tanks (USTs), sampling groundwater and soils, performing asbestos-containing material and lead-based paint surveys, and performing a soil vapor intrusion survey. Based on ESA data, environmental impacts appear to have been caused by releases from the two USTs and historical manufacturing operations. Impacts include petroleum-contaminated soil and solvent-contaminated soil and groundwater. Asbestos contained in pipe insulation, floor tiles, window caulking and window glazing, as well as lead-based paint throughout the building, are additional issues that must be resolved before the building can be redeveloped.

City representatives have met with the Kentucky Department for Environmental Protection (KDEP), Division of Waste Management (DWM) to review the results of the Phase II ESA and discuss plans for site cleanup and redevelopment. An ABCA has been submitted to the KDEP and U.S. EPA. The analysis of brownfields cleanup alternatives (ABCA) includes options for remedial design and cost estimates, as well as a Health & Safety Plan.

Additionally, a Site Management Plan (SMP) has been submitted and approved by DWM. The SMP will include removal of impacted soil from the former UST area, capping of residual contaminated soil, monitoring of volatile organic constituents in the groundwater until levels are below maximum concentration levels (MCLs) and the addition of a vapor barrier on the first floor if the existing building is utilized.

The selected firm may also be used for other environmental assessments or cleanup needed for economic development or environmental purposes within the City, up to \$20,000, that will be funded separately (not part of the U.S. EPA Cleanup Grant).

Selection of a Consultant

The City of Covington plans on hiring, at its sole discretion, one environmental consultant to perform and manage the work for the cleanup grant. The selected firm will be asked to enter into an agreement with the City of Covington to provide environmental consulting services. All work will be completed under the direction of an AAI Environmental Professional and will conform to the standards set forth under the AAI Rule and U.S. EPA requirements. The selected environmental consultant will be knowledgeable and proficient in completing the specified brownfield remediation activities and meet the minimum qualifications.

The selected firm will be subject to federal contract requirements, including, but not limited to, Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) program, project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable.

The City fully complies with the requirements of the Kentucky Open Records Act. Proposals submitted to the City may be subject to public disclosure.

Again, the City reserves the right to reject any and all submittals for any reason.

Scope of Services

Services to be provided shall include, but are not limited to:

Please refer to the attached U.S. EPA-approved work plans and cooperative agreements:

- Cooperative Agreement and Workplan for Cleanup Grant (Exhibit B).

As part of this proposal, consultants should submit a not-to-exceed lump sum cost for each task required under the grant.

As part of the scope of work for the Cleanup Grant, the consultant will be required to provide detailed specifications for cleanup at the site. The specifications developed will be used to solicit bids from cleanup contractors in a separate Request for Proposals as part of this project.

The selected firm may also be used for other environmental assessments or cleanup needed for economic development or environmental purposes within the City, up to \$20,000, that will be funded separately (not part of the U.S. EPA Cleanup Grant). This work may include conducting Phase I or Phase II assessments.

Maximum Project Cost

The budget for the scope of services included in this RFP is limited to the funds provided through the U.S. EPA grants and the matching funds provided by the City of Covington. This includes \$240,000 for outreach and remedial activities at the Stewart Iron Works site (including a \$200,000 Cleanup Grant and required \$40,000 match from the City of Covington). The environmental consultant together with the selected cleanup contractor(s) will be required to complete all project requirements within the scope of these available funds. It is understood that some tasks listed in the Scope of Work, including the installation of the vapor barrier and lead paint and asbestos abatement, may require the use of subcontractors. The respondent is not expected to provide lump sum costs for these tasks. However, on tasks that are well defined, the City anticipates using a task-based approach. As part of this proposal, consultants must submit a not-to-exceed lump sum cost for each of the following tasks (Tasks to be completed as Lump Sum):

- Completion of a National Environmental Policy Act (NEPA) site-specific assessment.
- Preparation of a project *Quality Assurance Project Plan* (QAPP)
- Groundwater Monitoring (3 wells semiannually for 1 year (VOC analysis))
- Preparation of the Remedial Action Completion Report
- Preparation of the Final USEPA Project Closeout Report
- Assistance with community education and outreach activities
- Completion of U.S. EPA ACRES reporting, draft quarterly reporting and annual financial reporting for City approval and submittal to the EPA

Completion of all other tasks, including cleanup will be on a time-and-materials basis. The selected firm will be expected to competitively bid all subcontracted work in accordance with the USEPA Cooperative Agreement and shall obtain written approval from the City of Covington before contracting with any subcontractors. No additional funds are available for the project and the City's total obligation to the environmental consultant and cleanup contractor(s) shall in no event exceed the total amount of these funds.

Tentative Timeline

Activity	To Be Completed By
RFP Submissions Due	4:30pm, November 11, 2011
Interviews	Week of November 28, 2011
Notify Consultants of Decision	December 20, 2011 (following Commission Action)
Contract with Consultant	Finalized end of December 2011

RFP Submission Procedures

Per the instructions provided in Exhibit A, applicants must submit one (1) original and five (5) copies of their RFP response by 4:30pm, November 11, 2011 to the following address:

City of Covington
Office of the City Manager
Attn: Larisa Sims
638 Madison Avenue
Covington, KY 41011

All proposals must be submitted directly to the City of Covington, Office of the City Manager. Any proposal not submitted directly to the Office of the City Manager will not be considered. Additionally, those submittals reaching the Office of the City Manager after the closing deadline will not be considered and will be returned unopened to the sender.

Questions

Potential respondents should provide their email address and/or fax number to Larisa Sims, Assistant City Manager, lsims@covingtonky.gov, so that a distribution list for responses to all questions received can be generated. Questions concerning any aspect of this RFP must be submitted in writing by electronic mail to Larisa Sims, Assistant City Manager, lsims@covingtonky.gov. All questions must be received by close of business on October 24th 2011. Replies will be issued no later than close of business on October 31st, 2011.

Exhibits to RFO

- Exhibit A: Instructions for Proposal
- Exhibit B: U.S. EPA Cooperative Agreement and Workplan for Brownfield Cleanup Grant (Stewart Iron Works site)
- Exhibit C: Evaluation Form for Proposals
- Exhibit D: Previous Environmental Reports on the Stewart Iron Works Site
 - Phase I Report
 - Phase II Report
 - Ground Water Monitoring Report
 - Vapor Intrusion Report
 - Asbestos Survey Report
 - Analysis of Brownfield Cleanup Alternatives
 - Site Management Plan
- Exhibit E: U.S. EPA Cleanup Grant Application for the Stewart Iron Works Site

Exhibits A, B and C are attached to this RFP. Exhibits D-E may be requested from the City of Covington and will be provided in digital format. Contact Larisa Sims at 859-292-2160 or lsims@covingtonky.gov.

EXHIBIT A

Instructions for Proposal

A Statement of Qualifications and Proposal shall be provided as specified below. Applicants who do not follow the guidelines listed below or do not provide comprehensive responses for all requested information will not be considered.

Beyond the required minimum qualifications, the Primary Criteria for evaluating the proposal are:

Statement of Qualifications

I. Firm Identification and Background Information

1. Firm's name, email address, business postal address, contact name, telephone and fax numbers.
2. Federal I.D. number
3. Kentucky Tax I.D. number
4. The firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.
5. Company brochure and promotional materials, if available. Please include these materials at the end of your submission. (No more than 6 pages)

II. Qualifications and Experience of the Firm

1. Provide a concise history of the firm, its main partners/officers and largest shareholder.
2. Provide a summary of previous U.S. EPA brownfields grant experience of the firm, including cleanup grants with similar work products as will be required by the City of Covington. Please provide, in this summary, any projects involving historic buildings or historic tax credits.
3. Provide a detailed description of brownfields assessment and cleanup experience of the firm. Include project dates, project titles, community located, employees involved and original and estimated final costs. (No more than 12 pages).
4. Provide a summary of work completed, if any, in the City of Covington.

5. Include a description of the firm's resources, including staff, equipment and capital available for project use and deployment. Detail efforts made on previous projects to control costs.
6. Demonstrate experience in preparing Quality Assurance Project Plans (QAPPs) as required under federally funded environmental assessment activities.
7. If selected for the project, provide information on what services the firm will provide to the City at no cost to the City in support of the project.

III. Personnel

1. Identify the AAI Environmental Professionals and Project Manager (if different) who will be assigned to the contract, and provide qualifications or resume.
2. Provide a description of the firm's personnel with the qualifications necessary to complete the work in the contract program. The firm may not subcontract or partner with other firms for personnel with qualifications and experience. Include personnel name, title, years of experience, education, billable rate and the number and title of projects assigned to the individual in the last three years.
3. Supply resumes of personnel including the Environmental Professionals, who will be key to the success of the project. The resumes should provide credentials such as education licenses and certifications, and specific relevant experience of the personnel who will be assigned to this project. Please provide no more than eight (8) resumes.

IV. References

Include two (2) clients for whom the firm has provided U.S. EPA brownfields assessments and cleanup in the past three years. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided.

Approach

I. Scope of Work

Include a discussion of the proposed approach to the scope of work provided in Attachment B (The U.S. EPA-approved work plans and cooperative agreements). Topics to be addressed include: project management, community involvement and engagement, site cleanup.

II. Project Schedule

Include a proposed project schedule based on the identified scope of work.

III. Cost

Submit a not-to-exceed lump sum cost for each task required under the grant including: project management, community involvement and engagement, site cleanup. The proposal should also include an estimated number of personnel hours by task and by person.

Required Attachments

1. Environmental Professionals' name and qualifications per AAI Rule
2. Standard billable rates for project personnel
3. Firm's Current certificate of professional liability, malpractice, and errors and omissions insurance (if awarded must name Covington as additional insured).
4. Firm's Current certificate of general liability insurance
5. Firm's Non-Collusion Affidavit
6. Firm's Certificate of Personal Property Tax Affidavit (if applicable)
7. Firm's Work force composition form (EEO-PT01)
8. Firm's Workers Compensation Certificate

Form for Proposal

Each proposal should be submitted on letter-size (8.5" × 11") paper, with typing on one side only. The proposal shall conform to the following:

Cover Page:

Environmental Consulting Services to be conducted for the City of Covington's Brownfield Program proposal

Statement of Qualifications for:

(Name of individual or firm submitting the proposal, address, telephone, facsimile and e-mail information)

Date documents are being submitted.

Body:

Statement of Qualifications

- I. Firm Identification and Background
- II. Qualifications and Experience of Firm
- III. Personnel
- IV. References

Approach

- I. Scope of Work
- II. Schedule
- III. Cost

Required Attachments:

- 1. Environmental Professionals' name and resume qualifications per AAI Rule
- 2. Standard billable rates for all project personnel to be included in the project
- 3. Firm's Current certificate of professional liability, malpractice, and errors and omissions insurance (if awarded must name Covington as additional insured).
- 4. Firm's Current certificate of general liability insurance
- 5. Firm's Non-Collusion Affidavit
- 6. Firm's Certificate of Personal Property Tax Affidavit
- 7. Firm's Work force composition form (EEO-PT01)
- 8. Firm's Workers Compensation Certificate

Statement of Qualifications Submission Deadline

In order to be considered for this contract, prospective firms or individuals must submit one (1) original and five (5) copies of the Statement of Qualifications to the City of Covington, Office of the City Manager, 638 Madison Avenue, Covington, KY 41011 by 4:30pm, November 11, 2011.

EXHIBIT B

**BROWNFIELDS CLEANUP
COOPERATIVE AGREEMENT WORK PLAN**

FOR

Stewart Iron Works
20 West 18th Street, Covington, Kentucky

June 28, 2011

Submitted by
City of Covington, Kentucky
638 Madison Avenue
Covington, Kentucky 41011

Larisa Sims, Assistant City Manager
859-292-2160

**CLEANUP COOPERATIVE AGREEMENT WORK PLAN
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1.0 PROJECT OVERVIEW

The United States Environmental Protection Agency (US EPA) has awarded the City of Covington a Brownfields Cleanup grant for the Stewart Iron Works site, located at 20 West 18th Street in Covington Kentucky. The grant consists of \$200,000 for the cleanup of hazardous and petroleum substances on the property.

Project Description

Covington has worked very hard to redevelop its valuable riverfront and downtown corridor. Some of its success can be attributed to the City's previous USEPA Assessment and Cleanup Grants (2000 & 2008), which allowed for assessment of more than 34 acres of property and began the City's Brownfields initiative. In late 2008, the City of Covington, the KDEP, USEPA Region IV, and the United States Army Corps of Engineers conducted visioning sessions with City residents. These two-day sessions used 2008 USEPA Brownfield assessment funds to develop plans for two key City properties - the Stewart Iron Works site and the former Donaldson Art Sign property. It was during this meeting that plans were formulated to use some of the assessment funds for the Stewart Iron Works site.

The Stewart Iron Works facility contains a 3-story, 20,000-square-foot, historic building that was completed in 1905. This building is the lone survivor of a much larger complex of Stewart Iron Works buildings that once covered more than 15 acres. The company produced metal work for gates, fencing, furnishings, architectural details, signage, and gazebos.

The City intends to use cleanup funding to remediate the Stewart Iron Works site. Using 2008 Brownfield Assessment Grant funds, the City conducted Phase I and Phase II ESAs in anticipation of purchasing the property for redevelopment. The Phase II ESA included removing two USTs, sampling groundwater and soils, asbestos and lead survey, and a soil vapor intrusion survey. Based on ESA data, environmental impacts were caused by releases from the two USTs and historical manufacturing operations. Impacts include petroleum-contaminated soil and cleaning solvents in both soil and groundwater. Asbestos in pipe insulation, floor tiles, window caulking and window glazing, and lead-

based paint are additional issues that must be resolved before the building can be redeveloped. No previous cleanup activities have been conducted.

Outputs and Outcomes

To justify the use of scarce federal funds we recognize the need to specifically identify quantifiable Outputs and Outcomes. Listed below is a summary of specific objectives.

Outputs/Outcomes: Community Meetings - 3 public meetings, 2 neighborhood meetings

Grantee Training Meetings Attended -1 New Grantee Workshop 2 National Brownfield Conferences, various state workshops

Number of jobs created - 250 Construction, 15 full/part time

Funds Leveraged – \$800,000 (current), \$4 mill (future)

Acres Remediated – 2 +

The plan for the *Covington Center at Historic Stewart Iron Works* is to offer a one-stop campus for employment, financial, housing, medical, and educational services. These services are currently provided by a variety of organizations located across Covington. A centralized location will result in cost savings to the organizations by allowing them to share space instead of continuing to bear the cost of individual sites as they continue to struggle with increased demands for services in the face of reduced funding in the recent economic downturn. Community services will include educational and vocational classes, temporary housing and kitchen for the homeless and underserved populations, occupational rehabilitation, mental health services, and wellness and dental services. Continued funding for cleanup of this site will not only help the City create a critically important “prosperity center,” but also help realize community goals of providing suitable amenities for sensitive populations, creating a more environmentally conscious and sustainable community, and revitalizing surrounding neighborhoods.

Grouping services will also allow synergies that will enhance organizations’ abilities to provide a full range of services to the needy. The City conducted a project feasibility study in 2009 that supported viability of the service center. The people of the City of Covington have shown their commitment to this project by purchasing the property and completing intensive community outreach.

The central location of this site will provide convenient access and more efficient services for residents in northern Kentucky. In addition, the site will provide a much needed commercial anchor to the south end of Madison Avenue, as envisioned in the City's Madison Avenue Corridor Study.

Project Team Structure and Responsibilities

The City of Covington has previously implemented four USEPA Brownfield Grants: one \$200,000 assessment grant in 2000; and two \$200,000 assessment grants and one \$200,000 Cleanup grant in 2008.

City Staff

This grant will be overseen by *Larisa Sims*, Assistant City Manager and a member of the American Institute for Certified Planners. Ms. Sims has more than 10 years of experience in land use, environmental, and transportation planning. Ms. Sims will maintain Cooperative Agreement records and files, perform financial management (with assistance from the City's Finance Department) and provide project oversight.

Larry Klein, City Manager, will continue to be highly involved in this project. Because of the highly important goals and high level of investment in this project, it is a top priority of Administration.

Jackson Kinney, Community Development Director, will also be highly involved in the project. Mr. Kinney has over 30 years of experience directing local planning and development initiatives, including brownfield redevelopment projects.

Thomas Logan, City Engineer, will also assist with the project. Being directly involved in the Donaldson Art Sign cleanup grant project, Mr. Logan is keenly aware of potential site issues related to brownfield cleanups.

The City Staff will meet on an ongoing basis to ensure that cleanup issues are dealt with and resolved. City Administration staff meets weekly to discuss the status of ongoing projects. Department directors meet with Administration on a monthly basis. The City is

extremely committed to this project, and is well prepared to continue to manage the grant in the event any changes in management occur.

Steering Committee

Covington Center Steering Committee has been formed to support and guide the overall redevelopment project. Welcome House is the lead agency in assisting the Steering Committee and will be one of the agencies to provide services upon completion of the renovation. Welcome House is a non-profit agency that collaborates with the community to provide a continuum of quality services for individuals and families who are either homeless or at risk of becoming homeless, to eradicate homelessness, foster stability and promote a just society.

Welcome House Director, Linda Young will head up the Steering Committee, which will play a crucial role in conducting public meetings and disseminating information. Other current Steering Committee members include a prominent local attorney, the Dean of Health Professionals at Northern Kentucky University, the Vice President of Gateway Community and Technical College, and the President of Victory Community Bank. The Steering Committee will meet monthly with key City Staff to discuss progress related to the project.

The City will hire a qualified environmental professional consistent with the competitive procurement provisions of 40 CFR 31.36 and ensure this expertise is in place before beginning cleanup. The final contract will make reference to the Cooperative Agreement Terms and Conditions and include the document as an attachment. The Consultant will meet or conference call with the project manager on a bi-weekly basis to ensure project progression and to work through any issues causing delay.

The project team, including City staff, Steering Committee and contracted consultant will hold an initial “kick-off” team meeting where all EPA documentation will be reviewed and discussed. Each member of the team will have a copy for their files.

Kentucky Department of Environmental Protection and US EPA

We have also developed a strong relationship with local KDEP staff members, USEPA staff members, and local environmental engineering consultants and certified professionals we can readily access for information and guidance.

The KDEP has a web-based Brownfield's Inventory database that is used to voluntarily post properties that are ready or near-ready for redevelopment. We will provide Kentucky Brownfield's Coordinator, Mr. Herb Petitjean, with information when new or significant information becomes available. Also, and probably more important is we will send all of our work plans and reports to the KDEP for a formal review, as we have with our other brownfield projects. The KDEP then typically issues comments for us to address or an approval letter. After KDEP approval all work plans and reports will be sent to the USEPA project manager.

2.0 PROJECT TASK DESCRIPTIONS

TASK 1 PROJECT MANAGEMENT AND REPORTING

A. Federal Funding Accountability & Transparency Act (FFATA): The City has completed the Central Contractor Registration. The City's DUNS number is: 045342060. (See Attachment 3)

B. Quarterly Reporting:

Quarterly progress reports will be submitted 30 days after the end of each federal fiscal quarter, or:

<u>Performance Period</u>	<u>Report Due</u>
Oct – Dec	Jan 30
Jan – March	April 30
April – June	July 30
July – Sept	Oct 30

The quarterly reports will be completed in a format described in the required template.

C. Semi-annual Reporting:

Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise – MBE/WBE) forms will be submitted semi-annually with the quarterly report due **April 30 and October 30**. These forms will be sent electronically, separately from, but along with, the corresponding quarterly reports to the project officer. These forms will also be mailed to the following address

EPA Region 4
Grants Management Office
61 Forsyth St., 14th Floor
Atlanta, GA 30303
Attn: Shantel Shelmon
Shelmon.shantel@epa.gov

D. Annual Reporting: Federal Financial Reports (FFRs)

Federal Financial Reports will be submitted annually to EPA. They will be submitted by January 30 of each year using form SF425. These forms will be sent electronically, separately from, but along with, the January 30 quarterly report to the project officer. The forms will also be mailed or emailed to the EPA grants office annually to the following address:

EPA Region 4
Grants Management Office
61 Forsyth St., 14th Floor
Atlanta, GA 30303
Attn: Shantel Shelmon
Shelmon.shantel@epa.gov

At the close-out of the grant the final FFR will be sent to EPA's financial center in Las Vegas at the following address:

U.S. EPA Las Vegas Finance Center
PO Box 98515
Las Vegas, NV 89193-8515
Fax: 702/794-2423
Rheinhardt.Sharen@epa.gov

E. Final Performance Report:

The Final Quarterly Report will be used as the Final Performance Report. It will be submitted to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The report will be provided to the Project Officer electronically and by mail. The report will contain the same information as in the Quarterly Progress Reports, but will also summarize the key deliverables for the grant, including:

- A summary of funds expended, and work completed,
- List all the outreach material produced, and
- Site photos (on disk).

F. Cleanup Report:

The selected consultant will assist the City to prepare the KDEP closure report and the Final USEPA project closeout report.

G. ACRES/Property Profile Form:

Property specific information will be submitted and regularly maintained via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database (<http://www.epa.gov/brownfields/ubs/acres/acresinfo.htm>). The information in the quarterly report will correlate with the information in ACRES. Relevant portions of the database will be updated for each property when the following occur:

- A. Within 30 days of the cooperative agreement award
- b. Upon initiation of Cleanup (date of contractor mobilization)
- c. Upon receipt of “No Further Action” letter from the State*

The form that will be used to collect this site data is called the Property Profile Form and will be accessed at the following link:

<http://www.epa.gov/brownfields/pubs/rptforms.htm>

H. Contractor Procurement:

The City follows the Kentucky Model Procurement Code. Any work estimated to cost over \$20,000 must be advertised and ‘bid out’. Upon submittal, proposals

will be time stamped and recorded with the City Clerk. Proposals will be reviewed by a selection committee based on a set of criteria specific to the work. The Selection Committee will recommend the best evaluated bid to the City Commission for final approval. This process will begin as soon as the grant is awarded.

Budget tasks under the contractual category will be completed in compliance with the KDWM rules and regulations. Additional technical expertise will be required to conduct, manage, and oversee the cleanup. The City will hire a qualified environmental professional consistent with the competitive procurement provisions of 40 CFR 31.36, and ensure this expertise is in place prior to beginning cleanup activities. <http://www.epa.gov/regulations/search/40cfr.html>

The contractor or its subcontractor will prepare engineering cost estimates, site grading plan(s), bid specifications and completion of a legal land survey. The consultant and the City of Covington will work together in selecting the remediation contractor. In accordance with the USEPA Cooperative Agreement, the solicitation will be made available to all qualified individuals or firms, including WBE/MBEs.

I. Kick-off Meeting

Once the contractor has been selected, the CAR project team, EPA and State partners will have a project kick-off meeting. This will serve to orient all the partners to project expectations. This meeting will serve to review roles and responsibilities, project schedules, and ensure that everyone has what they need from one another to execute their roles appropriately.

TASK 2 COMMUNITY INVOLVEMENT / ENGAGEMENT

Public Outreach

The Stewart Iron Works project is in the mature stages of development. Many community meetings have already been held to help shape redevelopment plans. The input from these meetings will continue to be utilized for the cleanup project. Continuous information on grant progress and updates as well as information on

public meetings will be made available on the City's website and through its E-Newsletter which goes directly to each of the surrounding neighborhoods.

During the Cleanup process, the City may choose a variety of approaches to solicit input and comments from the public. The following represent activities the City will undertake.

- Steering Committee Meetings
- Public Meetings
- Brownfield Committee Meetings
- Presentation to professional and civic groups (as necessary)
- One-on-One Meetings (as necessary)
- Digital and Printed Documents

Steering Committee

A steering committee has been assembled and stakeholder meetings have been conducted to ensure implementation of the *Covington Center*. The steering committee includes representatives from social service organizations, financial professionals, business owners, local government leaders, health professionals, and residents. Steering committee meetings have been and will continue to be held regularly to monitor the progress of the Covington Center plan and keep momentum going. Stakeholder meetings thus far have been successful providing information to and gaining support from the community.

Public Meetings

Public Meetings will be held to solicit input from the general citizenship and to provide information throughout the process. At all of these meetings participants will be able to provide both written and oral comments regarding the project.

The City of Covington will provide notice for these meeting using the below mentioned methods. All Public Meetings will be held in facilities that are accessible to persons with disabilities.

There will be no less than three Public Meetings held throughout the process to include the following: Gather comments on the ABCA and SMP, kick off/informational meeting; cleanup completion/informational. Additional meetings may be held if necessary.

Brownfield Committee

The City also plans to conduct outreach efforts through the Brownfield Committee, established after receiving three Brownfield grants in 2008. The Brownfield committee is made up of representatives from neighborhood associations, planning professionals, environmental professionals, elected officials, and City staff. This committee was created to identify Brownfields and develop Brownfield redevelopment plans. The Brownfield Committee will hold regular quarterly meetings to foster public involvement in the City's efforts to remediate the site.

Presentation to Professional, Civic and Neighborhood Groups

Various presentations will be made to professional, civic, and neighborhood groups throughout the planning process on an as needed basis. This will include meetings to solicit information and input as well as meetings to inform these groups about the project.

One-on-One Meetings

One-on-one meetings will be held with community members and other stakeholders, on an as needed, case by case basis. Comments from these meetings will be summarized and available for review.

Printed and Digital Documents

A “fact sheet” about the Stewart Iron Work Site will be prepared and distributed to the surrounding neighborhoods both at the beginning of the project and after cleanup is complete through email blasts the City’s extensive email list and will be posted on the City’s Website. Similarly all pertinent information throughout the cleanup process will be available through the City’s Website. Printed documents will be available for review at The City of Covington, City Manager’s Office, 638 Madison Avenue, Covington, Kentucky 41011

Project Updates and other Public Information

Information stating the time and location of all public meetings, information on how to give feedback or ask questions regarding the cleanup, and other pertinent activities during the process will be posted / listed in the following manner:

- Postings on the City website at www.covingtonky.gov
- Via the City of Covington's E-News and Neighborhood Email groups
- Advertised via the City's Sunshine notice process to: Covington Business Council, Kenton County Recorder, WCKY Radio News, KY Enquirer, WCPO TV 9 NEWS, TBNK, WGRR FM News and the KY Post.

In addition to the required notices being published regarding Public Meetings, the City of Covington will use the media as a public awareness tool. The City of Covington's E-News will have periodic updates on the process and efforts will be made to produce newspaper articles regarding the project. Media, interested parties and area newspapers will be sent press releases regarding key achievements of the project, as well as public meeting information and public comment and review opportunities.

In specific regard to the ABCA, a special Public Notice will be placed in the local newspaper and a community meeting will be scheduled to solicit comments. The draft and final approved ABCA will be made available for public comment at:

City of Covington
City Manager's Office
638 Madison Avenue
Covington, Kentucky 41011

TASK 3 CLEANUP

A. Additional Site Characterization

No additional Site Characterization is expected. The site is contaminated primarily by hazardous substances and partially by petroleum. A Phase I environmental site

assessment (ESA) was conducted in June 2009 using the City's 2008 Brownfield Assessment Grant. Several recognized environmental conditions were identified including

- A vent pipe on the northwest exterior corner of the building, indicating the possible presence of an underground storage tank (UST) below.
- Significant dark staining of what appeared to be petroleum-based liquids on the first level concrete floor. These appeared to be associated with heavy equipment that used oil-based hydraulic and/or cutting fluids, and localized painting activities (i.e., paint booths). Fluids associated with these activities have penetrated cracks in the floor or the floor itself, and impacted the soil beneath the floor.
- Historical records indicated the northwest corner of the building has been used for painting activities and as a boiler room. Both of these uses present potential risks from hazardous substances (i.e., paint, solvents, asbestos, and petroleum products) from a time when these materials were not regulated.

The site was contaminated over a long period of time from paint and petroleum products used in the iron works. A Phase II ESA of the site was conducted in October 2009 using the City's 2008 United States Environmental Protection Agency (USEPA) Brownfield Assessment Grant. Soil borings and monitoring wells were installed. Soil contaminants identified in exceedance of USEPA Region IX Preliminary Remediation Goals (PRG)s include polycyclic aromatic hydrocarbons (PAH)s such as benzo(a)anthracene, benzo(a)pyrene, benzo(b)fluoranthene, dibenz(a,h)anthracene and indeno(1,2,3-cd)pyrene, and volatile organic compounds (VOC)s such as trichloroethene (TCE). In groundwater samples, the only exceedance of a USEPA Maximum Contaminant Level (MCL) was 1,1-dichloroethene (1,1-DCE) in one well at a concentration slightly above its MCL of 7 ug/L.

The Phase I ESA identified potential USTs at the site, which were later confirmed during initial investigation activities with a backhoe. Working with the Kentucky Department for Environmental Protection (KDEP) and the USEPA, it was determined the Stewart Iron Works facility was eligible for assessment using the City of

Covington Brownfields petroleum assessment grant funds. Based on limited site history and knowledge, the USTs most likely contained #2 fuel oil associated with a former on-site boiler.

In October 2009, two #2 fuel oil USTs were removed from the Stewart Iron Works facility: one 1,120-gallon tank and one 560-gallon tank. Soil samples from the four walls and floor of each UST excavation were collected and analyzed for PAHs in accordance with KDEP regulations. Some parameters in the excavations were detected above residential and industrial PRGs, the criteria used by KDEP to determine closure status for releases.

An asbestos-containing materials (ACM) survey was conducted at the site in October 2009. The results of the survey showed:

- Approximately 750 linear feet (visible) of magnesia block pipe insulation on steam/hot water piping observed throughout the facility
- Approximately 13,600 linear feet of glazing on 12-paned, exterior wood windows throughout the facility (189 window units)
- Approximately 4,200 linear feet of caulk on 12-paned, exterior wood window frames throughout the facility (189 window units)
- Approximately 140 square feet of beige vinyl floor tile and associated mastic under the carpet on the second floor stairwell landing
- Elevator brake pads associated with elevator in southeastern corner of the building
- Presumed ACM (PACM) boiler stack lining (inaccessible during assessment)
- Approximately 1,000 linear feet of roofing tar rubber roofing seams, around the parapet, and around roofing penetrations (PACM).
- Approximately 10,700 square feet of “older” built-up roofing material underneath existing rubber roof (PACM).

Paint sampled from the inside walls showed detectable levels of polychlorinated biphenyls (PCBs) in most samples.

B. Cleanup Planning Documents

The consultant or subcontractors will be primarily responsible for cleanup. Site cleanup activities will include day-to-day management of activities associated with site remediation and restoration. This will include oversight of field work, subcontractors, and preparation of field documents and closure reports. Oversight will include documenting site activities, including daily field logs, observations, and project work plan compliance.

City representatives have met with the Kentucky Division of Waste Management (KDWM) to review the results of the Phase II ESA and discuss plans for site cleanup and redevelopment. A draft ABCA has been submitted to the KDEP and USEPA for approval. The draft includes options for remedial design and cost estimates, as well as a Health & Safety Plan.

Additionally, a Site Management Plan has been submitted and approved by KDWM. The SMP will include removal of impacted soil from the former UST area, capping of residual contaminated soil, monitoring of volatile organic constituents in the Groundwater until levels are below MCLs and the addition of a vapor barrier on the first floor if the existing building is utilized.

The following planning tasks will be performed prior to initiating site remediation:

- The ABCA has been submitted to the KDEP and USEPA for review and comment
- The Site Management Plan has been reviewed and approved by the KDEP and submitted to the USEPA for review and comment. Completion of a National Environmental Policy Act (NEPA) site-specific assessment.
- Preparation of a project *Quality Assurance Project Plan* (QAPP)
- Development of engineering cost estimates and design drawings
- Preparation of bid documents (subcontractor)

The following tasks are anticipated to complete site remediation:

- Excavate and dispose impacted soils off-site at a permitted landfill

- Collect confirmatory soil samples in accordance with KDEP requirements
- Backfill excavations and restore property to grade
- Install a vapor migration barrier onto the existing concrete surface of the first floor, if the existing building is utilized
- Abate friable and non-friable ACM (with the exception of ACM roofing materials)
- Encapsulate paint containing known PCBs and lead
- Monitor groundwater for natural attenuation of VOCs
 - Prepare semi-annual groundwater status reports for submittal to the KDEP (with the goal to conclude monitoring by the end of the grant period)
- Prepare Operations and Maintenance (O&M) Plan for management of ACM roofing materials to be left in place
- Prepare Remedial Action Completion Report.
- Preparation of the Final USEPA Project Closeout Report.

C. Endangered Species Act (ESA) and National Historic Preservation Act (NHPA) and Clean Water Act Section 404

In accordance with federal law, a NEPA assessment must be conducted prior to disturbing any part of the site. The selected contractor will contact the KDEP regarding any listed rare, threatened, or endangered species (RTES) of flora and / or fauna, within the communitywide area. This task will include reviews of U.S. Fish and Wildlife Service (USFWS) and Kentucky state agencies for information regarding federal- and state-listed threatened and endangered species at or within proximity of the redevelopment site. If RTES or habitats are identified, a perform site reconnaissance and / or field survey will be conducted to ensure Endangered Species Act compliance. Also, they will identify any waters subject to Clean Water Act Section 404. Based on the findings, an evaluation of potential for impacts or required mitigation will be conducted.

The City of Covington's Brownfields redevelopment must comply with the NHPA. The contractor will contact and coordinate with the Kentucky State Historic Preservation Office (SHPO) of the Department of Natural Resources, and contact any tribes with an interest in the area. It is not unusual for redevelopment projects to involve evaluation, restoration, and preservation of historic sites and structures. This is especially common in older urban areas or in historic districts of a community.

Work performed under this grant will comply with all applicable state laws and cross-cutting Federal requirements, including the Davis-Bacon Act, which requires payment of the prevailing wage rate for construction projects (including cleanup activities), reporting, self-monitoring, and other requirements.

D. Quality Assurance Project Plans (QAPPs) and Health and Safety Plans

The contractor will prepare a QAPP in accordance with USEPA Requirements for Quality Assurance Project Plans (QA/R-5) (USEPA, 2001), Guidance for Quality Assurance Project Plans (QA/G-5) (USEPA, 2002), and the July 2010 Region 4 Interim Guidance Document on "Generic and Site-Specific QAPPs for Brownfields Site Assessments and/or Cleanups."

A draft ABCA has been submitted to the KDEP and USEPA for approval. The ABCA includes options for remedial design and cost estimates, as well as a Health and Safety Plan.

E. Greener Cleanups

The City and the retained consultant will consider these, where appropriate and feasible, recommended greener cleanup elements during the cleanup process.

1. Minimize Total Energy Use and Maximizes Use of Renewable Energy
 - a. Minimize energy consumption (e.g. use energy efficient equipment)
 - b. Power cleanup equipment through onsite renewable energy sources
 - c. Purchase commercial energy from renewable resources
2. Minimize Air Pollutants and Greenhouse Gas Emissions
 - a. Minimize the generation of greenhouse gases
 - b. Minimize generation and transport of airborne contaminants and dust

- c. Use heavy equipment efficiently (e.g. diesel emission reduction plan)
 - d. Maximize use of machinery equipped with advanced emission controls
 - e. Use cleaner fuels to power machinery and auxiliary equipment
 - f. Sequester carbon onsite (e.g., soil amendments, revegetate)
3. Minimize Water Use and Impacts to Water Resources
- a. Minimize water use and depletion of natural water resources
 - b. Capture, reclaim and store water for reuse (e.g. recharge aquifer, drinking water irrigation)
 - c. Minimize water demand for revegetation (e.g. native species)
 - d. Employ best management practices for stormwater
4. Reduce, Reuse and Recycle Material and Waste
- a. Minimize consumption of virgin materials
 - b. Minimize waste generation
 - c. Use recycled products and local materials
 - d. Beneficially reuse waste materials (e.g., concrete made with coal combustion products
 - e. replacing a portion of the Portland cement)
 - f. Segregate and reuse or recycle materials, products, and infrastructure (e.g. soil, construction
 - g. and demolition debris, buildings)
5. Protect Land and Ecosystems
- a. Minimize areas requiring activity or use limitations (e.g., destroy or remove contaminant
 - b. sources)
 - c. Minimize unnecessary soil and habitat disturbance or destruction
 - d. Use native species to support habitat
 - e. Minimize noise and lighting disturbance

3.0 DETAILED SCHEDULE DEVELOPMENT (Attachment 1)

Attachment 1 provides detailed guideline for schedule development.

Attachment 2 – Budget table for work plan tasks

Budget Categories	Project Tasks			
(programmatic costs only) Hazardous	Task 1 Project Management and Reporting	Task 2 Community Involvement/Engagement	Task 3 Cleanup	Total
Personnel				
Fringe Benefits				
Travel ¹	\$2,550			\$2,550
Equipment ²				
Supplies	\$100	\$775		\$875
Contractual ³		\$1,550	\$208,350	\$209,900
Other – specify				
Total	\$2,650	\$2,325	\$208,350	\$213,325
Cost Share (also included in the Total)			\$35,000	\$35,000

Budget Categories	Project Tasks			
(programmatic costs only) Petroleum	Task 1 Project Management and Reporting	Task 2 Community Involvement/Engagement	Task 3 Cleanup	Total
Personnel				
Fringe Benefits				
Travel ¹				
Equipment ²				
Supplies	\$25	\$100		\$125
Contractual ³			\$26,550	\$26,550
Other – specify				
Total	\$25	\$100	\$26,550	\$26,675
Cost Share (also included in the Total)			\$5,000	\$5,000

¹ Travel to brownfields-related training conferences is an acceptable use of these grant funds.² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies.

³ Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

⁴ Cost Share is 20% (\$40,000) for all Cleanup Agreements. Cost Share may be in the form of a contribution of money, labor, material, or other services. Cost Share should be reported quarterly in the quarterly report.

EXHIBIT C

Evaluation Form for Statement of Qualifications

City of Covington
U.S. EPA Brownfields Cleanup Grant - Former Stewart Iron Works

Name of Individual/Firm: _____

Name of Evaluator(s): _____

Respondent Meets Required Minimum Qualifications: (Y/N)_____

Criteria	Max Points Possible	Score
Background and Experience on Similar U.S. EPA Brownfields Projects	5	
Experience of Current Personnel on Similar U.S. EPA Brownfields Projects	5	
Capacity to Perform Work, Meet Schedule & Control Costs	5	
Firm and/or Individual Qualifications	5	
Experience with Public Outreach and Education	5	
Understanding of Project Scope	5	
Quality of Response	5	
Total Score =	35	